



# U.S. Fish and Wildlife Service

## Directorate Resource Assistant Fellowship Program

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### US Fish & Wildlife Service, (USFWS)

#### Region 3 - 6 Fellow Positions

**Project Number:** DFP14R3REF02

**Duty Location:** Puxico, Missouri

**Education Level/Major:** : Rising Senior, Major Park and Recreation, Management/Natural Resource, Management (Education, Outdoor Recreation, Wildlife Biology, or another closely related field).

**Living Accommodations:** Housing will be provided

**Desired Skills/Experience:** Working with the public and leading volunteer activities, strong writing and communication skills and use of software such as PowerPoint, Publisher and ArcGIS. Background in wildlife biology

and natural resource management. First Aid/CPR training.

**Project Description:** The US Fish & Wildlife Service (USFWS) Mingo National Wildlife Refuge (NWR), located near Puxico in southeast Missouri, is a 21,000 acre bottomland hardwood forest refuge. The Fellow will oversee the Volunteer Program and work with the Friends Group at Mingo. In the spring of 2014, Mingo NWR will open a new Leader in Energy and Environmental Design (LEED)-certified and ArcGIS Background in wildlife biology 12,000 sq. ft. visitor center that will welcome 120,000+ visitors annually. The Fellow will be updating and renewing the volunteer program

by developing a Mingo NWR Volunteer Handbook; working with all Refuge staff (Biology Program, Refuge Administration, Maintenance and Visitor Services) to identify volunteer opportunities; develop volunteer position descriptions; and develop a plan to recruit, train, retain, and supervise volunteers. While the initial focus will be on recruiting and training visitor center volunteers, the Fellow will also coordinate Refuge management projects using volunteers. The Fellow will lay the foundation for the development of a more self-directed and self-perpetuating volunteer program at Mingo NWR.

**Project Number:** DFP14R3REF03

**Duty Location:** Bloomington, Minnesota

**Education Level/Major:** Rising Senior or Graduate Student Biological Science / Wildlife Management (Conservation Biology, Zoology, or another closely related field).

**Living Accommodations:** Housing will be provided

**Desired Skills/Experience:** Knowledge of mammals and birds in the Midwest, population dynamics, and wildlife management principles. Good writing and organizational skills. General knowledge of GIS (ArcMap).

**Project Description:** The US Fish & Wildlife Service (USFWS) Minnesota Valley National Wildlife Refuge (NWR), located in Bloomington, MN along the Minnesota River, has recently acquired lands that have Not yet been opened to hunting. Before a NWR area can be opened to hunting, a Hunt Plan and Environmental Assessment need to be prepared and available for public review. The Fellow will be responsible for preparing the 2015 Minnesota Valley Hunt Plan and Environmental Assessment. This work will include gathering background on population trends of huntable species, producing Geographic Information System (GIS) maps of new areas open to hunting, and

providing information on cumulative hunting impacts. The Fellow will need to work with other Refuge staff (Visitor Services, Biology Program, Law Enforcement, and Management), as well as USFWS Regional Office staff, State agencies, partner organizations, and staff at the USFWS Twin Cities Ecological Services Field Office to prepare hunt planning documents. The Fellow will also gain experience completing an evaluation of impacts on federally listed Threatened and Endangered Species (an Intra-Service Section 7 Biological Evaluation) and will prepare changes to Minnesota Valley NWR's entire Hunt Plan.



## US Fish and Wildlife Service/ Directorate Resource Fellowship Program

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**Project Number:** DFP14R3REF04

**Duty Location:** Necedah, Wisconsin

**Education Level/Major:** Rising Senior or Graduate Student/Biological Science / Wildlife Management (Biology, Ecology, Wildlife Science, or another closely related field).

**Living Accommodations:** Housing will be provided

**Desired Skills/Experience:** Background in Geographic Information Systems (GIS), ideally ESRI products. Completed introductory courses in statistics and wildlife techniques.

**Project Description:** Nestled in central Wisconsin, near the town of Necedah,

the US Fish & Wildlife Service (USFWS) Necedah National Wildlife Refuge (NWR) holds a diversity of wetland, prairie and savannah habitats. Sharp-tailed grouse were once common on the Refuge and throughout central Wisconsin until over-harvest, habitat loss and wildfire suppression extirpated the species from much of its former range. Recently large-scale habitat management and restoration efforts have increased the amount of prairie and savannah communities on Necedah NWR, but an evaluation of the suitability of these areas to sharp-tailed grouse has not yet been completed. The Fellow will evaluate the success of the habitat management and restoration efforts at re-creating suitable grouse habitat. The Fellow will review and synthesize existing literature on grouse

habitat, collaborate with Wisconsin Department of Natural Resources, USFWS and US Forest Service biologists working in areas with existing grouse populations to collect information on habitat management. They will also collect and analyze data on vegetation characteristics within restored habitat on Necedah NWR. Within the above information, the Fellow will develop a habitat-based model to evaluate the quality of Necedah NWR for grouse, including developing vegetation monitoring protocols that are specific to grouse habitat conditions and can be incorporated into the Refuge's inventory and monitoring plan. The Fellow will summarize the findings of the project in a technical report that details the data collection and analysis methods as well as specific management and monitoring recommendations.

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**Project Number:** DFP14R3REF05

**Duty Location:** Oak Harbor, Ohio

**Education Level/Major:** Graduate Student Biological Science/Geographic Information Systems (GIS)/Natural Resources (Wildlife Management, Zoology, or another closely related field).

**Living Accommodation:** Housing will be provided

**Desired Skills/Experience:** Work independently and extensive coursework in Geographic Information Systems (GIS) (Arc Map). Basic understanding of waterfowl hunting, wetland management and wetland habitats.

**Project Description:** The US Fish & Wildlife Service (USFWS) Ottawa National Wildlife Refuge, located in Oak Harbor in northwest Ohio

on the shores of Lake Erie, was established to provide habitat for waterfowl and other migratory birds, resident wildlife, and endangered and threatened species. The entire Lake Erie Marsh Region contains critical habitat used by a large number of migratory birds and wetland dependent species throughout the year. Over 40,000 acres of privately and publicly owned wetlands occur within this relatively small geographic area. The Fellow will be responsible for designing and developing a detailed Geographic Information System (GIS) geodatabase that contains spatially explicit habitat and land use information. The GIS tool will be used to evaluate and assess current wetland management strategies and identify spatial and temporal patterns in habitat use and availability. The Fellow will also be responsible for developing a landscape scale GIS model that illustrates temporal land use change within the region

from 1985 until present. Specifically, there is a trend in privately owned wetland habitats being converted from natural wetland habitats to row crops for waterfowl hunting. The wetland loss has gone virtually undetected by regulatory and wildlife management agencies. The Fellow will identify the extent of the wetland loss and determine why, how, and where this loss has occurred. The fellow will present their findings to Refuge staff, partners, and stakeholders within the area. The final presentation will include a demonstration of the developed GIS tools they have developed and a series of maps illustrating land use trends within the region.



## US Fish and Wildlife Service/ Directorate Resource Fellowship Program

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**Project Number: DFP14R3REF06****Duty Location: Oak Harbor, Ohio**

**Education Level/Major:** Rising Senior or Graduate Student Natural Resource Management/ Park & Recreation Management (Education, Environmental Policy and Management or another closely related field).

**Living Accommodation:** Housing will be provided

**Desired Skills/Experience:** Knowledge or familiarity of social media, apps, Podcasts, webinars, or other new technologies/techniques that can be utilized for conservation education and outreach. Strong communication, computer, and writing skills. Knowledge of the theory and practice of environmental education and interpretation.

**Project Description:** : U.S. Fish & Wildlife Service (USFWS) Ottawa National Wildlife Refuge (NWR) located in Oak Harbor, OH on Lake Erie currently offers environmental education and outreach program to schools in the town of Oak Harbor and surrounding rural areas. However, Ottawa NWR is only 20 miles from the Toledo, OH metropolitan area, population 288,000. Ottawa would like to develop a blueprint to identify potential partners within Toledo. The Fellow will develop an Urban Refuge initiative implementation strategy for the Toledo metropolitan area. The Fellow will research and inventory Toledo neighborhoods and schools that are at-risk; research and inventory existing programs and opportunities in those areas; identify potential partners, including school teachers and administrators; boys and girls clubs, Young Men's Christian Associations (YMCAs), other non-profit institutions, and local other non-profit institutions,

and local government agencies; identify opportunities to partners with Toledo Metro Parks for off-site programming; and develop a strategy that Refuge staff can use to implement the program. The implementation strategy would also include partnering with the University of Toledo, Bowling Green State University, and other area colleges to establish a sustainable internship program and volunteer opportunities. The Fellow will develop new and update/modify existing education curriculum and programs to Ohio standards.

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**Project Number: DFP14R3REF07****Duty Location: Oak Harbor, Ohio**

**Education Level/Major:** Rising Senior or Graduate Student Natural Resources Management/ Environmental Science (Wetland Ecology, Hydrology, Wildlife Management, or another closely related field).

**Living Accommodation:** Housing will be provided

**Desired Skills/Experience:** Knowledge of the theory and practice of hydrologic processes and wetland ecology and management. Knowledge or experience with Geographic Information Systems ArcGIS, Arc Hydro tools, LiDAR, Geographic Information Systems (GPS), and remote sensing techniques and data.

**Project Description:** The Fellow will work with the US Fish & Wildlife Service (USFWS) Ottawa National Wildlife Refuge (NWR) and regional water resources staff to create a digital elevation models and contour maps for Refuge wetlands using bathymetric data. Ottawa NWR, located in northwest Ohio on the shore of Lake Erie, was established to provide habitat for waterfowl and other migratory birds, resident wildlife, and endangered and threatened species. The Fellow will help develop a GIS tool that can be used by the refuge to adaptively manage water supply and water levels within refuge wetlands. The Fellow will develop detailed topographic/bathymetric maps, tables of water depth and distribution, and generate a preliminary water budget. The Fellow will use existing topographic and bathymetric information to characterize hydrologic behavior of refuge wetlands and

future restoration sites under various management scenarios. The Fellow will evaluate existing Ohio Light Detection And Ranging (LiDAR) data against the relative accuracy of bathymetry data to determine the efficacy of the LiDAR information and adjust as necessary. The Fellow will measure the dimensions and estimate the carrying capacity of water control structures on the Refuge to help determine the range of water management options and evaluate any limitations under current and future conditions.



## REQUIRED DOCUMENTS FOR APPLICATION PACKAGE:

- 1) A resume that includes the following information:
  - a. City, State and Zip Code of where you live.
  - b. Contact Information (e.g. mobile, home and/or work numbers)
  - c. Email Address
  - d. College and/or Universities attended (include city, state and zip code)
  - e. List all employment permanent, seasonal, summer, internships and volunteer jobs you've held over the past 5 years starting with the most recent (include position title, description of duties/responsibilities, name of employer, the dates of employment and hours worked weekly/monthly, etc.)
  - f. List any awards, scholarships or special recognition you have received and the dates on which they occurred.
  - g. Describe any non-course related applicable experience (e.g., research or field).
  - h. List any special skills relevant to the Fellowship you are applying for (e.g. computer, communications, leadership, using applicable equipment, etc.)
  - i. Indicate the project number applying for at the top of your resume and, if applicable, in the subject line of your submission email.

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2) A copy of your most recent unofficial transcript from your college/university. This document must include your college/university name, cumulative GPA, total credits, and degree major.

3) Proof of current enrollment at an accredited academic institution must be submitted by all successful candidates. This information may be submitted after the application deadline date.

## INSTRUCTIONS ON HOW TO APPLY:

Application materials must be submitted electronically to: [FWR3@fws.gov](mailto:FWR3@fws.gov) or hardcopy mailed to: U.S. Fish & Wildlife Service / Division of Human Resources 5600 American Blvd. West, Suite 990 Bloomington, MN 55437-1458 or Fax (612) 713-5281 **received by the closing date** of Tuesday March 12<sup>th</sup>, 2014. If you submit your application materials via email, you must include the project number in the subject of your email.

You must not include your social security number (SSN), date of birth (DOB), your street address or any other personal identification information on your resume.

Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

You must indicate on your resume the project number that you are submitting your application package for consideration. This can be found in the project description section of this announcement. Please annotate it on the

top left side of your resume below your name and phone number.

You must submit a separate application package for each project you wish to receive consideration for in USFWS.

You may include a cover letter and no more than two letters of recommendations in your application package. These letters are optional.

#### **APPLICANT BACKGROUND SURVEY, DI-1935**

Attached is the Department of the Interior's, Applicant Background Survey, DI-1935.

**Completing this form is completely voluntary.**

We ask that you complete the form; **however, do not complete number 3, Name.**

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application.

One of the most important questions that assist in improving our recruitment strategies: **How did you learn about this position?** (Circle up to three codes and complete number 17 to provide a specific contact).

Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which cannot be broken out by individual applicants. No individual data is ever provided to selecting officials.

#### **PROGRAM ELIGIBILITY:**

- By May 2014, you must be a rising college senior (either a senior or between junior and senior year), or a college graduate student accepted or enrolled in qualifying degree programs in an accredited college of university recognized by the Department of Education. See each project description for the specific qualifications.
- Degree requirements must not be fulfilled until after the project is completed.
- Proof of current college/university enrollment must be submitted by all successful candidates.
- Cumulative Grade Point Average of 3.0 or higher.
- Successful candidates will be subject to completion of a favorable Personnel Background Investigation initiated by USFWS
- Successful candidates must be available to complete the entire consecutive 11-week Directorate Resource Assistant Fellowship Program (DFP)

#### **EVALUATION AND SELECTION CRITERIA:**

Your application package (resume and unofficial transcript) will be reviewed by the USFWS Human Resources Offices (HRO) to determine if it meets DFP program requirements. Applications that meet DFP requirements will be forwarded to USFWS program officials for consideration.

#### **BENEFITS:**

Successful applicants may be eligible to receive a Living Allowance of 55 percent of per diem rates per day.

The successful 2014 DFP candidates may be eligible for a permanent job with the USFWS for which they meet all the eligibility

requirements including U.S. Citizenship and qualifications upon (1) program certification that they have successfully completed the 11-week USFWS, DFP and (2) successfully completed their degree requirements.

Eligibility for the direct hire appointment will expire two years after the 2014 successful DFP candidates' complete the requirements for their degree program for which they were enrolled in at the time of selection.

**DEADLINE FOR RECEIPT OF APPLICATIONS:**

Your complete application package, resume and unofficial transcript, and optional letters and forms must be received by 11:59 PM (CTS) March 12<sup>th</sup>, 2014. **Incomplete** application packages will not receive consideration.

**CONTACT INFORMATION:**

**If you have questions about submitting your application materials, please call Michael Townley in the Servicing Human Resources Office at (612) 713-5248, and reference the Directorate Fellowship Program.**

## U.S. DEPARTMENT OF THE INTERIOR APPLICANT BACKGROUND SURVEY

### GENERAL INSTRUCTIONS

In boxes 1 to 3, please print using capital letters only. Read each item thoroughly before circling the appropriate codes in boxes 4 and 5. Enclose this form with your application package or mail it directly to the same address.

1. Vacancy Announcement No.:

2. Position Title:

3. Name (Last, First, MI):

### YOUR PRIVACY IS PROTECTED

This information is needed to determine if our recruitment efforts are reaching all segments of the country, as required by Federal law. This is vital information not available from any other source. We can only get it directly from you.

Your voluntary responses are treated in a *highly* confidential manner. They are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public.

The only information associated with your name in our computer system is whether you have returned the completed form, so that we may follow up if no response has been received. Your responses are stored as a tally for the *group of all applicants for this vacancy* in a manner that cannot be associated with any individual application. No information taken from this form is ever placed in a Personnel file or Personnel data base.

Thank you for helping us to provide better service.

4. How did you learn about this position? (Circle up to three codes).

01 – Private information service  
02 – Magazine  
03 – Newspaper  
04 – Radio  
05 – TV  
06 – Poster  
07 – Private Employment Office  
08 – State Employment Office (Unemployment Office)

09 – Agency Personnel Department (bulletin board or other announcement)  
10 – Agency or other Federal government recruitment at school or college  
11 – Federal, state, or local Job Information Center  
12 – Religious organization  
13 – School or college counselor or other official  
14 – Friend or relative working for this agency  
15 – Friend or relative not working for this agency  
16 – Internet or World Wide Web  
17 – Other (Specify) \_\_\_\_\_

5. Identify yourself in each category: (Circle the appropriate codes.)

Ethnicity:

D – Hispanic or Latino

N – Not Hispanic or Latino

Race (circle one or more)

A – American Indian or Alaska Native

B – Asian

C – Black or African American

G – Native Hawaiian or Other Pacific Islander

E – White

Sex:

M – Male

F – Female

<p><b>Do you have any physical and/or mental disabilities?</b></p> <p><b>Y - Yes                      N - No</b></p>	<p><b>If yes, do you have one or more of the following targeted disabilities? Circle all that are applicable:</b></p> <p>Deafness Blindness Missing Extremities Partial/Total Paralysis Convulsive Disorder Mental Retardation Mental Illness Distortion of Limb/Spine</p> <p><b>* The Equal Employment Opportunity Commission targets these disabilities for extra recruitment efforts.</b></p>
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## PAPERWORK REDUCTION ACT AND PUBLIC BURDEN STATEMENTS

The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number.

The estimated burden of completing this form is 2 minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the U.S. Department of the Interior, Director, Office of Civil Rights, 1849 C Street, NW, MS-5230, MIB, Washington, DC 20240.

## PRIVACY ACT STATEMENT

**GENERAL:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY:** Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

**PURPOSE AND ROUTINE USES:** The form will only be seen by DOI Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all portions of the country, in conformance with the requirements of Federal law. Only summary data is reported, and only in a format which can not be broken out by individual applicants. No individual data is ever provided to selecting officials.

**EFFECTS OF NONDISCLOSURE:** Providing this information is voluntary. No individual personnel selections are made based on this information.

DI-1935 2015